

## ***Minutes***

### **DAGSBORO TOWN COUNCIL**

**Bethel Center – 28307 Clayton Street**

**Tuesday, October 25, 2016**

#### **I. CALL MEETING TO ORDER**

6:00 p.m.

In attendance were: Mayor Norwood Truitt, Council Members Patrick Miller and William Chandler, Attorney Rob Witsil, Town Administrator Cynthia Brought, Police Chief Floyd Toomey and Engineer Kyle Gulbranson. See attached sign in sheet for other members of the audience.

#### **II. PUBLIC COMMENT**

Jim Thompson of Shady Creek Lane received a letter from Town Council. There was a discussion of the streets and easements. It was determined that this goes to the developer.

Cynthia Brought: Confirming times for Trick or Treat on October 31<sup>st</sup> from 6pm to 8pm and age limit of children 12 and under. Also informed of the SCAT meetings on November 2<sup>nd</sup> and November 4<sup>th</sup>.

Motion to close public comment was made by Councilman Chandler and seconded by Councilman Miller. All were in favor.

#### **III. APPROVAL OF MINUTES**

##### **A. August 1, 2016 – Town Council Minutes**

Motion to approve the minutes made by Councilman Chandler and seconded by Councilman Miller. All in favor

##### **B. October 2, 2016 – Town Council and Executive Session**

Motion to approve the minutes for both sessions made by Councilman Chandler and seconded by Councilman Miller. All in favor

#### **IV. CONSENT AGENDA**

##### **A. Police Department Report**

There were 15 drug arrests made in July and August. Robbery and felony assault arrests were also made at Royal Farms in July. Bodie's management was in charge of making deposits and stole \$40,000 in 28 days.

##### **B. Treasurer's Report**

##### **C. Administrative Report**

The storm damage to the playground is in excess of \$6,000. There is a chance to use a grant from FEMA to cover the cost instead of using insurance and paying a deductible.

Motion to approve using the grant made by Councilman Chandler and seconded by Councilman Miller. All in favor.

D. Economic Development Committee

E. Building Official Report

F. Code Enforcement Report

G. Meeting Reports

H. Water Department Report

I. Prince George's Chapel Cemetery Report

J. Correspondence

Motion to approve the consent agenda was made by Councilman Chandler and seconded by Councilman Miller. All in favor.

#### V. PLANNING & ZONING COMMITTEE

No meeting was held in July, August, or September

#### VI. NEW BUSINESS

A. Consideration of a surface water grant.

Kyle Gulbranson informed of a DNREC surface water grant to help with drainage problems. It would be a one-to-one match between the town and DNREC. This could be used for planning and engineering. It could also be used to get a camera to video tape any possible pipes underground that may have collapsed or be clogged. Applications for this grant cycle are due by November 19, 2016. The town can use Realty Transfer Tax monies for the match. The town submits the money and then DNREC reimburses.

Motion to submit for the grant was made by Councilman Chandler and seconded by Councilman Miller. All in favor.

B. Consideration of extra trash can at Katie Helm Park and storm damage.

The trash at the park is consisting of at least 5 contractor size bags every two weeks. An extra trash can would cost an additional \$120 per quarter. Bob will remind the council in March when park crowds increase to order another trash can. He also informed council Jerry Meiklejohn will be repairing the brick work.

C. Consideration of allowing door-to-door solicitation.

There are no ordinances for or against door-to-door solicitation. Therefore denying business license for this use.

D. Consideration application of Cindy Gallimore for the vacant position on Planning and Zoning.

Council was in favor of Cindy's application. Mayor Truitt made the first appointment, all others were in agreement. So appointed by Attorney Witsil.

E. Consideration of a new copy machine for Town Hall.

A Canon copier for a purchase price of \$3267 was the cheapest of three quotes given. There is also a monthly fee of \$61 that includes everything. Motion to approve the purchase was made by Councilman Chandler and seconded by Councilman Miller. All in favor

F. Consideration for special duty and direct enforcement of police staff.

Chief Toomey shared surrounding town salaries for police staff and discussed the option of a directed enforcement program for our police unit. This program would be self-sustaining and would not use funds out of the budget. It would also enhance roadway safety and increase patrols and officer safety. It was determined that Chief Toomey has the knowledge and ability to make police department decisions.

VII. OLD BUSINESS

A. Bob Flowers updated about the Interconnect meter.

Tony's charge for labor is \$1875 to remove and replace the meter. The meter is under warranty, but whether labor is included in that warranty is under question.

B. Storm drainage issue was discussed previously.

C. Consideration of 2 part-time town clerks.

Council agrees to hire 2 part-time clerks. Scheduling the time frames would be up to Town Administrator.

D. Consideration of an ordinance to amend Chapter 238, Section 238-7, entitled "Subdivision of Land," "Design Standards," to revise the requirements of Section 238-7B(22) for street improvements within subdivisions.

This was discussed previously. Mr. Witsil proposed that this be advertised to go to a vote. Motion was made by Councilman Chandler to place this item on next month's agenda and be advertised as a vote and the motion was seconded by Councilman Miller. All in favor.

E. Consideration of amending Chapter 275-21A (13) to allow for on-street parking for business customers for temporary stands, carts, or farm wagons provided that the property is not located within a specified distance of an intersection.

In the town center area, there are parking restrictions for businesses. This was proposed as a result of a temporary stand, in which the location where the on-street parking would be considered unsafe. It was determined that this will be added to the agenda for next month. Marking the curb or adding signs were discussed as possibilities.

F. Consideration of amending 275-7E (1) to require any nonconforming sign shall be removed and brought into compliance within 5 years of the date of enactment of this section or change of ownership or licensee, whichever occurs first.

Council agreed we are fine with it the way it is.

#### VIII. PUBLIC COMMENT

Jim Thompson brought up issues with the development. The town is not getting involved as it is an issue with the developer. Jim resigned from Planning and Zoning. Mayor Truitt accepted the resignation.

#### IX. ADJOURNMENT

A motion to adjourn the public segment was made by Councilman Chandler and seconded by Councilman Miller. All were in favor.

Respectfully submitted by;

Megan Thorp  
Town Clerk